## DRAFT

## SAMPLE TRANSMITTAL MEMORANDUM FOR INTERAGENCY AGREEMENT JOINT PROJECTS

MEMORANDUM FOR: Director, N/MB

ATTN: N/MB5

FROM: Director, N/ORM

SUBJECT: Transmittal of Joint Project Agreement for Clearance

Enclosed is a new joint project agreement between NOS and the H. John Heinz, III, for Science. Economics and the Environment Center XXXXXXXXXXXXXXXXX, for your review, approval and transmittal to the Office of General Counsel for clearance. (If the action is an amendment to an existing agreement, the memorandum should provide the NOS or NOAA Control Number for the original agreement clearance or last amendment and the name of the attorney who reviewed the last action, if known.) The Agreement includes a Statement of Work (and/or a Proposal) for the project and budget breakouts for both agencies of total project costs including direct labor and the appropriate overhead rate for the NOS activity as determined by the NOAA Office of Finance and Administration.

The following additional information is provided to aid the clearance process:

Funding Organization: H. John Heinz, III, Center for Science, Economics and the

Environment

**Total Amount of Project: 300K** 

NOS Cost: 150K

Partner's Cost: 150K

**Technical Contact Person:** XXXXXXXXXX, 301-XXXXXXX

Attachment 5b

## DRAFT

Who Will Accomplish the Work: Coastal Programs Division

**Subject/Key Word:** YOTO **New/Existing Agreement:** New

**Period of Performance:** 1 yr (May 1, 1998 - April 30, 1999)

NOS Authority: Coastal Zone Management Act, 16 U.S.C. 1451-1464, DOC Joint

Project

Authority, 15 U.S.C. 1525

Funding Organization Authority:XXXXXXXXXXXXX

**Number of FTE(s) Required:** 1

**Organization:** N/ORM

If you have any administrative questions, please contact XXXXXXXX at 301-XXXXXXX.

Enclosure